

Site Base Meeting Minutes 11-20-2019
Location: Media Center
Time: Called to order: 2:30 PM, Adjourned: 4:40 PM

Committee Members in Attendance: *Carly Rives, Karen Wearmouth, Moira Jacobs, Jennifer Hinson, Jennifer Stephenson, Jill Zandrowicz, Cathy Dwyer, Pam Womack, Dr. Topper, Kim Thomas, Lisa Jeffcoat, Meagan Plyler, Yubely Zolke. No parent rep in attendance.*

[Site Base Agenda 11-20-2019](#)

Agenda Item: Committee Members Reporting Back

Site Base Reps did attend committee meetings held last week for MTSS, EC, Environmental and Social. Site Base reps reported back that the committees who are responsible for key indicators. Committees began to collect data and determined roles and how the data will be collected. Site Base will continue to meet and join committee meetings.

Agenda Item: Agenda Items from Stakeholders

- Concern about a universal reading intervention to have in place. The administration shared that they are reaching out to multiple schools to discuss reading interventions in place that are successful. LLI was discussed and Ms. Womack will be training assistants and teachers who would like to be trained. Upcoming training sessions will be shared once determined on exact date and times.
- It has been asked for Social-Emotional training-would like to know when social/emotional training would be offered to staff and what is available.
- Clubs After Schools-stakeholders would like to know how clubs are chosen and what funds could be used to allow children to attend to make sure a diverse population is served along with more students having the opportunity to attend.
- Desserts at lunch- how many desserts can be purchased? This will be looked into as students are buying more than one. What is the protocol? This will be discussed with the cafeteria.
- A concern with progress reports is that progress reports need to match report card format. The UCPS draft progress report does not match PowerSchool report card.
- STEMS, what items can be purchased for the school? Investment into the STEMS supplies (no funds as of now to replace. If we are to continue STEM, funds are needed. This was noted and will be reviewed.
- Schedule Committee recommendation-it has been brought as an idea in the spring a schedule committee to meet to create a schedule for the following year.
- It has been asked that student jobs be brought back for the next school year. This allows leadership roles and every student to take responsibility.
- Committee concern-the number of committees needs to be reviewed.
- Cafeteria concern with the flow of traffic. It was recommended that we turn the tables back. Admin shared that based on the research and planning that went into the new

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scheduling the table numbers (amount) are needed. Having trash cans at the end of each table was suggested.

- It was decided that these action items will be reviewed with admin and then moved forward and addressed within 48 hours.
- Cafeteria will be asked for an answer on if they want trash and food waste dumped in trash cans.
- New procedure with outside food making the students not bring in food from outside and making parents check students out to eat outside at the picnic tables. It was discussed that this has been stated on the agenda for many years now. It will be looked into if this is a UCPS policy or just a school rule. Does this need to be reviewed to welcome parents to eat with their children? It has been looked at for cafeteria expansion in past years to have space but nothing has been granted.
- EC Teacher being hired. Admin has been having daily conversations with HR to keep up to date with a new hire. The EC teacher has not been hired and a substitute is using the plans of the EC teacher provided with help and review from admin.

Agenda Item: Master Schedule Review

Master Schedule Planning Committee met to create the new master schedule. A review of the changes were discussed and a main concern was the cafeteria. The cafeteria has been addressed and admin has created a new cafeteria format and is being monitored. A plus/delta chart was placed in the office for staff to share their concerns and ideas.

Agenda Item: Principal Profile Survey Review

Mrs. Zolke reviewed the survey results and plan moving forward. Staff will be met within smaller groups to review the survey results and plan. Site Base reps will take the survey results plan (questions) back to PLCs to discuss, also. Site Base Reps will have input from staff from the survey by the first week in December.

Areas on Survey:

Principal recognizes when a job is well done.

Principal communicates with others needs to be timely and frequent.

Teachers should be involved in decision making and problem solving.

The principal should be visible throughout the school.

The principal should be visible in the classroom.

The principal should promote high expectations for the success of all students.

The principal should promote expectations for the success of all staff.

Other comments, traits Principal should have.

Link to Survey

Results:

https://drive.google.com/file/d/1MPoOEEPCJB0eJXs6PsYQDgATN0wWOHa_8/view